



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2004

POLICE OFFICER

A4B1IX TO A4B6XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses six levels in the Enforcement and Protective Services Group and describes law enforcement work in a state agency. The purpose of this occupation is to enforce the law in order to protect persons and property; prevent, detect, and solve crimes; and maintain order. By statute, positions are commissioned as peace officers. Basic peace officer definitions are found C.R.S. 18-1-901, with specific authorities for individual agencies or departments found in their agency supporting statutes or delegations made by executive directors, presidents, or governing boards. Some agencies may designate positions with para-military titles, such as Sergeant, Lieutenant, Captain, etc.

By agreement with local police jurisdictions, the work involves the following: enforcing the laws and regulations; exercising powers of custody and arrest; restraining citizens suspected of unlawful behavior; detecting criminal activity; investigating complaints and incidents; interviewing witnesses; gathering evidence; responding to emergencies and requests for assistance; providing traffic and crowd control; writing appropriate reports and citations; preparing cases for prosecution by the district attorney by executing warrants; and testifying in court proceedings. The work may involve conducting safety training; providing first aid; and providing security escort service. Some positions may perform work in police programs such as crime prevention, community relations, or drug awareness.

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POLICE OFFICER INTERN

A4B1IX

CONCEPT OF CLASS

This class describes the entry level. Work is designed to train positions for a higher level in the class series. Although tasks are similar to those of the fully-operational level, assignments are structured and performed with direction and assistance from others. Positions carry out established work processes and operations by learning to apply and follow procedures, techniques, rules, and regulations. Once training has been completed, the position is to be moved to the next level. Positions should not remain in this class indefinitely.

POLICE OFFICER I

A4B2TX

CONCEPT OF CLASS

This class describes the fully-operational police officer. Positions in this level conduct vehicle or foot patrol to detect criminal activity, respond to communication orders, investigate and gather evidence at the scene, request assistance or emergency aid, establish and maintain control of situations, direct and control crowds and traffic, issue citations or warrants, restrain and take persons into custody, prepare reports and records, and follow-up on incidents or suspected activities. Positions prepare evidence and reports for prosecution and testify in court as witnesses. Positions may give community service presentations on safety and crime prevention or detection methods or programs.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. As an example, positions decide how to organize and prepare their logs and reports. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

OR

The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the

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established process. For example, positions use reasoning to determine alternatives for gathering evidence or the best practical means of maintaining traffic control. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide what evidence is material and how suspects will be handled in accordance with department operating policies, procedures, and regulations.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study criminal activity information to determine what it means and how it fits together in order to get practical solutions in the form of an investigation and how to gather evidence. Guidelines in the form of police department rules and procedures exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. As an example, positions judge which type of citation is most appropriate in a variety of circumstances. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. As an example, positions select the most appropriate crowd control measure based on the position's judgment of crowd hostility or racial overtones.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. As an example, positions take suspects into custody according to authorities granted.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

POLICE OFFICER II

A4B3XX

CONCEPT OF CLASS

This class describes work leader responsibilities. In addition to the work described by the Police Officer I class, positions in this level oversee and direct the work of other police officers. Positions take charge at crime scenes or crowd settings to direct enforcement actions. Positions review investigative work of others to assure evidence standards are met. Some positions review reports and logs for accuracy and completeness. Positions may also train others, either individually or in groups, in specialty topics such as first aid, weapons handling, physical defense, vehicle driving techniques, or other areas. This class differs from the Police Officer I on the Line/Staff Authority factor and possibly in Decision Making.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

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Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. As an example, as shift supervisor, positions decide between multiple competing demands for enforcement support. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide what traffic control measures to use and what crowd control measures to follow when supporting large events.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study evidence and incident, investigation or crime scene information to determine what it means and how it fits together in order to get practical solutions in the form of suspects to build a case. Guidelines in the form of statutes, evidence handling procedures, legal precedents of due process, and investigative techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. As an example, a position judges whether the appropriate evidence is present to satisfy probable cause in order to initiate searches. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions subdue and restrain uncooperative prisoners.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

POLICE OFFICER III

A4B4XX

CONCEPT OF CLASS

This class describes the first supervisory level. Positions in this class perform duties similar to those described in the lower classes in this series and have supervisory responsibilities over positions in lower police officer or related security classes. This class also includes those positions with higher level Decision Making and lower level supervisory responsibilities than the typical supervisory position. This

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class differs from the Police Officer II class only in the Line/Staff Authority factor, but may differ in the Decision Making factor.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. As an example, positions decide coverage of patrols under differing enforcement conditions and decide officer assignments based on competing demands for response.

OR

The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study law enforcement information to determine what it means and how it fits together in order to get practical solutions in the form of tactical deployments for special project operations. Guidelines in the form of police department procedures, agency regulations, and civil and criminal laws exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another

depending on the given circumstances of the situation. As an example, positions decide which regulation or law to use in unusual crimes when charging the perpetrators.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. Positions may serve warrants for the arrest of individuals.

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Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor or as a work leader. NOTE: The work leader concept for this class is only applicable when the Decision Making is evaluated at the Process level.

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours.

POLICE ADMINISTRATOR I

A4B5XX

CONCEPT OF CLASS

This class describes the second supervisory level. In addition to higher levels of decisions and complexity in setting operations or investigative processes, positions in this level supervise at least one Unit Supervisor, as described by the Police Officer III class. This class differs from the Police Officer III class in the Decision Making, Complexity, and Line/Staff Authority factors.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. As an example, positions decide the process for handling formal investigations after the initial crime scene investigation. The general pattern, program, or system exists but must be individualized. As an example, positions decide ongoing operating processes for such things as shift overlaps for increased patrol coverage. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions decide whether a particular crime prevention model is effective for decreasing certain types of crimes. New processes or

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objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of law enforcement concepts and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. As an example, positions modify department training curricula to mitigate increases in injuries. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. As an example, as an on-scene commander, positions modify investigative principles to identify suspects.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of at least two of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. As an example, positions investigate reports of possible criminal acts.

Physically restraining and arresting citizens as peace officers enforcing the law. These positions meet the criteria for the Enforcement and Protective Services occupational group. For example, positions arrest individuals at crime scenes when evidence is sufficient.

Negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. As an example, positions negotiate with other agencies to obtain support for cooperative traffic projects, such as athletic games which have fiscal impact.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as second-level supervisor or unit supervisor. The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions supervised must be at the Unit Supervisor level. The elements of formal

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supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

POLICE ADMINISTRATOR II

A4B6XX

CONCEPT OF CLASS

This class describes the police administrator level. Positions in this level direct and manage a police organization at an agency. Such positions have responsibility for all law enforcement operations at the agency which includes police operations, investigations, training, budget matters, equipment and facilities, etc. Positions plan, coordinate, and evaluate law enforcement activities in cooperation with local jurisdictions, i.e., city police or county sheriff departments. This level differs from the Police Administrator I class on the Decision Making and Complexity factors and possibly on the Line/Staff Authority factor.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the higher management (strategic) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. As an example, positions develop the police department's structure and focus, specify staffing patterns, and determine budget needs within the strategic objectives established by agency management. This level includes inventing and changing systems and guidelines that will be applied by others agency-wide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future. As an example, in planning for future agency expansion, positions decide staffing and equipment needs for programming budgets.

Complexity -- The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how a departmental/agency program will be implemented. As an example, positions interpret changing crime activities and establish guidelines to implement new crime prevention programs.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic

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impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. For example, in being accountable for all law enforcement activities for the agency, positions negotiate with local law enforcement agencies to establish cooperative agreements on jurisdictional issues. These have fiscal and programmatic impact on the police department's budget.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a second-level supervisor or as a senior manager. The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors (Police Officer IIIs); and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The senior manager must be accountable for multiple units through the direct supervision of at least two subordinate second-level supervisors (Police Administrator Is or comparable level positions); and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/04 (TLE). EPS Phase II. Changed pay grades on A4B3 through A4B6.

Effective 7/1/02 (DLF). EPS Study. Changed title for A4B1 from Police Intern to Police Officer Intern. Published as proposed 5/8/02.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 5/24/93.

Revised 10/1/87. Changed class codes, titles, relationships, entrance requirements (A7417-30).

Revised 7/1/87. Changed titles and relationships (A7417-30).

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Revised 3/1/80. Changed minimum qualifications, entrance requirements (A7417, 18, and 22)

Revised 7/1/82. Changed grade (A7430).

Created 7/1/77. Campus/Institution Police Administrator III (A7430).

Created 1/1/75.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Police Intern	na	na	na	na
Police Officer I	Defined	Patterned	Restrain	Indiv. Contributor
Police Officer II	Operational	Patterned	Restrain	Work Leader
Police Officer III	Operational or Process	Patterned	Restrain	Unit Supervisor or Work Leader*
Police Administrator I	Process	Formulative	** Detect, Restrain, or Negotiate	Unit Supervisor or Manager
Police Administrator II	Interpretive	Strategic	Negotiate	Manager or Senior Manager

* Work Leader only applicable when Decision Making is Process level.

** Must have 2 or 3.